

## **INFORMATION FOR FOOD PROCESSORS**

When is a Food Processing License required?

Is your final product a Potentially Hazardous Food\*? If yes, then you meet the definition of a food processor, regardless of how you plan to distribute your product.

Is the final product distributed through other food establishments? If yes, then you meet the definition of a food processor, regardless of the type of food (PHF vs. non-PHF).

\* a Potentially Hazardous Food is defined as a food that requires temperature control, is capable of supporting rapid and progressive growth of infectious or toxigenic bacteria, is capable of supporting the growth and toxin production of *Clostridium botulinum*.

Under the Idaho Food Code, you must submit a written application for a food establishment license on the application provided. An Environmental Health Specialist must review and approve your processing facility plans prior to remodel and/or construction. A final inspection will be made prior to licensing. Some areas that will be covered in this plan review and on-site inspection include the following:

- ❖ Site plan, floor plan and mechanical plan
- ❖ Construction materials for floors, walls, and ceiling
- ❖ Plumbing: separate hand wash sink for employees
- ❖ Processing equipment and food safety and sanitation training
- ❖ Quality control checks
- ❖ Packaging and labeling
- ❖ 3-compartment sink for equipment clean-up
- ❖ Source and storage of ingredients including processing steps

### **Quality Control Assurance Program Requirements**

The license holder or his designated person must develop and submit to the regulatory authority for review and approval a quality assurance program or HACCP plan that covers the food processing operation. The program must include the following:

- ❖ An organizational chart that identifies persons responsible for quality control operations.
- ❖ A process flow diagram outlining the processing steps from the receipt of the raw materials to the production and packaging of finished product(s) or group of related products.
- ❖ A list of specific points in the process which are critical control points that must have scheduled monitoring.
- ❖ Product codes that establish and identify the production date and batch.
- ❖ A manual covering sanitary maintenance of facility and hygienic practices to be followed by employees.
- ❖ A records system allowing for review and evaluation of all operations including the quality assurance program results. These records must be kept for a period of time that exceeds the shelf life of the product by six (6) months or for two (2) years, whichever is less.

We have templates and handouts to assist you in the development of your Quality Control Assurance Program and/or HACCP plan.